



HUMAN RESOURCES DIRECTOR OPEN POSITION

Closes: October 30, 2015

This is a full-time position working Monday-Friday. Salary is commensurate with education and experience.

POSITION PROFILE

This position will be responsible for policy development, benefit administration, EEO/ADA/ADEA, recruitment, compensation, and training. Considerable discretion and independent judgment are exercised in performing work including assisting in the continuing development of personnel best practices and ensuring compliance with all local, state, and federal employment and labor laws. This position will also be responsible for upholding, updating, implementing, and investigating policy violations in collaboration with the County Commission and Deputy Civil County Attorney as needed.

ESSENTIAL FUNCTIONS

- Performs a variety of complex administrative, managerial and professional duties related to planning, organizing, directing and coordinating the human resource system of Duchesne County, including classification, compensation, recruitment, selection, employee relations, benefits, training, payroll, administration and risk management;
- Advises the County legislative and executive bodies on all human resources matters;
- Knowledge of and working experience with all employment and labor laws;
- Creates and implements programs for the improvement of County employee effectiveness, such as training, safety, health, counseling, and welfare;
- Develops and implements or oversees new employee orientation program; oversees, develops and implements ongoing mandatory staff training for all staff, i.e., code of conduct, sexual harassment, accident reporting, drugs in the workplace, conflict of interest, etc.; documents content/attendees of mandatory training sessions;
- Provides training and staff support to supervisors for various departments upon request or as needed to implement system-wide personnel policy and management actions;
- Facilitates county-wide recruitment and selection processes; uses multimedia sources to broadcast open positions; conducts formal recruitments for vacant and created positions; determines testing procedures where appropriate;
- Maintains, updates and edits the Personnel Policies and Procedures and reports necessary changes to the Board of County Commissioners;
- Establishes and maintains all records of all County employees in compliance with the Equal Employment Opportunity Commission and other records retention mandates whether digital or paper;
- Responds to inquiries regarding human resources policies from elected officials, supervisors and employees in a timely manner;
- Serves the Board of County Commissioners in such capacities regarding personnel matters as it may otherwise require and as provided by law or policy;
- Communicates and cultivates the County's culture through events and activities to promote employee wellness and satisfaction including employee training and employee recognition;
- Develops and leads Human Resources initiatives; builds internal business partnerships to execute Human Resources specific initiatives; provide coaching and consultation with regards to complex Human Resource issues and drives a collaborative and supportive high performing work environment;

- Performs all other duties as needed and assigned.

EDUCATION AND EXPERIENCE

- Bachelor's degree in human resources administration, public administration, or related field required;
- SPHR or PHR preferred;
- Five (5) years of progressively responsible work experience related to the management of human resources including but not limited to, recruitment and selection activities, benefit program administration and supervisory experience; or
- An equivalent combination of education and experience.

APPLICATIONS

MUST INCLUDE COVER LETTER AND RESUME ATTN: BobbiJo Casper
bcasper@duchesne.utah.gov

In person: Duchesne County Administrative Office Building, 734 N Center St,
Monday through Friday 8:30 AM - 5:00 PM.

By Mail: ATTN: County Commission Office: Duchesne County Administrative Office Building
P.O. Box 346, Duchesne, Utah 84021-0346

**DUCHESNE COUNTY IS AN EOE/ ADA EMPLOYER
AND IS COMMITTED TO EMPLOYING A DIVERSIFIED WORKFORCE.**